

Rules and instructions for appointments and promotions and for admissions to associate professor at the Faculty of Human Sciences

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Table of contents

MID SWEDEN UNIVERSITY EMPLOYMENT PROCEDURES Fel!

Bokmärket är inte definierat.5

Higher Education Ordinance	5
Scope	5
Purpose and objectives	5
Supplementary instructions.....	6
Supplementary criteria for the Faculty of Human Sciences.....	6
Qualifications.....	6
Appointment of professors	7
Supplementary criteria for the Faculty of Human Sciences... Fel! Bokmärket är inte definierat.	
Promotion to professor.....	9
Supplementary criteria for the Faculty of Human Sciences... Fel! Bokmärket är inte definierat.	
Appointment of adjunct professors	9
Appointment of visiting professors	10
Appointment of senior lecturers	11
Supplementary criteria for the Faculty of Human Sciences.....	11
Promotion to senior lecturer.....	11
Supplementary criteria for the Faculty of Human Sciences.....	12
Appointment of associate senior lecturers	12
Appointment of guest lecturers	13
Dual appointments, professors and senior lecturers	13
Appointment of adjunct teachers (adjunct lecturers)	13
Admission of associate professors: Faculty of Human Sciences instructions	14
INSTRUCTIONS FOR APPLICANTS	16

Appointment of professors (including promotion)	16
Application letter including list of appendices.....	16
Presentation of scholarly competence.....	17
List of publications.....	18
Presentation of educational competence	18
Presentation of other qualifications.....	19
Appointment of senior lecturers (including promotion).....	19
Application letter including list of appendices.....	19
Curriculum Vitae.....	19
Presentation of scholarly competence ... Fel! Bokmärket är inte definierat.	20
List of publications.....	20
Presentation of educational competence	21
Presentation of other qualifications.....	21
Appointment of associate senior lecturers	21
Application letter including list of appendices	22
Curriculum Vitae.....	22
Presentation of scholarly competence	23
List of publications.....	23
Presentation of other qualifications.....	23
Admission of associate professors.....	24
Application letter including list of appendices.....	25
Curriculum Vitae.....	25
Presentation of scholarly competence	26
List of publications.....	26
Presentation of educational competence	26
TEMPLATE FOR PORTFOLIO OF EDUCATIONAL COMPETENCE AT HUV	28

The portfolio of educational competence should be organised under the following headings:.....27

1. Educational approach.....27
2. Application and results of educational approach27
3. Teaching experience.....28
4. Administrative educational experience30
5. Educational studies29
6. Publications and/or conference participation related to teaching and learning in higher education/subject didactics development work.....29
7. Authorship of study resources.....29
8. Educational awards30
9. Other30

INSTRUCTIONS FOR SUBJECT SPECIALISTS31

Appointment of professors (including promotion).....31

Appointment of senior lecturers (including promotion).....32

Appointment of associate senior lecturers34

Admission of associate professors.....34

Wording of the subject specialists’ verdict35

THE EMPLOYMENT PROCESS.....37

Subject specialists37

Employment decisions38

Appeals.....38

Additional information.....38

Supplementary criteria for the Faculty of Human Sciences.....38

Professors (appointment and promotion).....38

Senior lecturers and associate senior lecturers (appointment and promotion).....39

MID SWEDEN UNIVERSITY'S EMPLOYMENT PROCEDURES

Higher Education Ordinance

The employment procedures of a higher education institution must be available at the higher education institution. Employment procedures are defined as the regulations that govern the appointment of teachers by the higher education institution, in accordance with Chapter 2, Section 2, Paragraph 9 of the Higher Education Ordinance (HEO) and Mid Sweden University's teacher categories.

Scope

Mid Sweden University's employment procedures cover the recruitment and employment of these teacher categories; professors (incl. adjunct professors and visiting professors), senior lecturers (incl. adjunct lecturers and guest lecturers), instructors (incl. adjunct instructors), associate senior lecturers and dual appointments (professors and senior lecturers). The procedures also include promotion to professor and senior lecturer. The employment procedures also cover categories that are not teaching positions. These include post-doctoral researchers (regulated in agreements), doctoral students, postgraduate teaching assistants, visiting researchers, researchers, research assistants and research engineers.

Purpose and objectives

The purpose of the university's employment procedures is to create and maintain a shared approach regarding the objectives and process for recruiting teachers. It is important to inform employees and applicants of the recruitment policy.

The objective of the university's recruitment policy is to ensure that, in addition meeting the formal qualification requirements, those who are recruited are proficient as teachers, have the potential to develop, and feel a responsibility for and engagement in their work.

Recruitment processes at Mid Sweden University must always strive to bring about equal opportunities and diversity.

The university's recruitment processes must also be transparent, objective and legally appropriate. Applicants have the right to an impartial assessment of their qualifications. As a public sector body, the university has a specific responsibility to ensure this is possible. Conflicts of interest must not arise. (Administrative Procedure Act, Sections 11–12)

Supplementary instructions

These employment procedures are supplemented with more detailed information contained in the university's regulations, decision-making and delegation of authority policy, and the rules of procedure and administration for each employment category. The faculty boards may add more detailed guidelines.

Supplementary criteria for the Faculty of Human Sciences

The Faculty of Human Sciences has drawn up supplementary criteria that cover the appointments and promotions that are processed by the faculty's employment board. These supplementary criteria apply to the rules and instructions covering the recruitment and employment of professors (incl. adjunct professors and visiting professors), senior lecturers (incl. adjunct lecturers and guest lecturers), associate senior lecturers and dual appointments (professors and lecturers). The rules and instructions also cover the admission of associate professors.

Qualifications

This section presents the qualification criteria of the university. Text under the blue headings "Supplementary criteria for the Faculty of Human Sciences" contains the faculty's supplementary guidelines. The remainder of the text is taken from Mid Sweden University's Employment Procedures (reg. no. MIUN 2020/2642) and Chapter 4 of the Higher Education Ordinance.

Appointment of professors

Scholarly and educational aptitude are required for a person to be qualified to be employed as a professor in any field apart from the arts. Normally, to be eligible for appointment an applicant must have the equivalent of 15 higher education credits, or at least 10 weeks of full-time study, in teaching and learning in higher education. If this is lacking, an employed professor must achieve this within two years of their appointment. Examination of educational aptitude must be given as much attention as assessing scholarly expertise. (HEO, Chapter 4, Section 3).

Supplementary criteria for the Faculty of Human Sciences

The position of professor is the top position as a teacher and researcher. Requirements for scholarly and educational competence are therefore high. Insufficient scholarly competence cannot be balanced by excellent educational competence, and vice versa.

Professors employed within Mid Sweden University's Faculty of Human Sciences must possess the following skills:

Research expertise

A high level of research expertise demonstrated through:

- active research activity of high quality, even in recent times
- an extensive publication record (usually the equivalent of double that required for appointment as an associate professor, but with some subject variations)
- an extensive international publication record (with consideration to the publishing practices of the specific subject)
- originality, breadth and depth in theory and methods
- independence as a researcher
- the ability to plan, initiate, lead and develop research
- the ability to receive grants against national and/or international competition

- the ability to supervise PhD students throughout the different stages of their studies. Normally, the applicant will have been the principal supervisor to at least one PhD student for the majority of their doctoral studentship until the public defence of the doctoral thesis. Consideration should however be given to current requirements for each subject area and the opportunities for supervision provided by the subject area.

Educational expertise

A high level of educational expertise demonstrated through:

- well-acknowledged educational expertise at first, second and third-cycle course level
- extensive documented experience of different work methods and forms of teaching at first and second-cycle levels.
- documented expertise in supervision at first and second-cycle levels
- considerable documented independent responsibility for planning, implementation and evaluation of own courses and examination of course participants
- considerable documented other experience of educational relevance, such as educational development work and authorship of teaching materials
- formal training in supervision of PhD students or equivalent knowledge and experience
- formal training in teaching and learning in higher education: see the above applicable criteria for Mid Sweden University. If the applicant does not have formal training in teaching and learning in higher education at the time of application, such training must commence within one year and be complete within two years. This is to be followed up by the head of department.

Other expertise

Other well-acknowledged qualifications demonstrated by, for example:

- skills in developing and leading administrative activities and staff

- collaborating with the external community
- other skills of relevance for the position

Promotion to professor

After an application for promotion is examined, a senior lecturer who is permanently employed at the university must be offered a permanent position as a professor if the senior lecturer is qualified to serve in that capacity. The subject area for the position must be the same or closely related to that of the person's position as senior lecturer.

An application for promotion to professor must be processed on the same grounds and according to the same quality criteria as for the regular recruitment of professors. However, to be promoted from senior lecturer to professor, the applicant must have completed training in teaching and learning in higher education to the equivalent of 15 higher education credits or at least 10 weeks of full-time studies.

Supplementary criteria for the Faculty of Human Sciences

The above supplementary guidelines from the faculty board regarding the appointment of professors also apply to the promotion to professor (apart from the requirement for training in teaching and learning in higher education). Additionally, the applicant must have performed their prior duties to a satisfactory level.

Appointment of adjunct professors

The same eligibility requirements and assessment criteria apply to the appointment of adjunct professors as for other professors, apart from the requirement for training in teaching and learning in higher education. The main purpose of employing an adjunct professor is to enhance the university's expertise within a prioritised subject area. In many cases, the appointment of an adjunct professor can also lead to increased collaboration between the university and the external environment. Nominations for the position of

adjunct professor are proposed by the department and head of the subject concerned. Nominations from the department are to be submitted to the faculty board.

Adjunct professors must have their main activity outside of the university and higher education sector, which means that a position as adjunct professor must amount to no more than 50% of full-time employment. The position must be for a fixed term and may not exceed 12 years (HEO, Chapter 4, Section 11).

A written agreement regarding the adjunction between the university, the professor's regular employer and the professor must be included in the supporting documentation.

The employment board processes the matter and submits nominations for adjunct professorship to the vice-chancellor.

Appointment of visiting professors

The same eligibility requirements and assessment criteria apply for visiting professors as for professors, apart from the requirement for training in teaching and learning in higher education. The total period of employment may not exceed five years (HEO, Chapter 4, Section 12). To qualify for employment as a visiting professor at Mid Sweden University, a person must have a position at a higher education institution within or outside of Sweden and hold a professorship or, in exceptional cases, be assessed to possess the equivalent level of proficiency. Normally the nominated candidate should be a professor. If proficiency has not previously been assessed, a review must be carried out according to the same qualification requirements as for a recruited professor. Visiting professorship nominations are initiated by the department in the same manner as for a professorship. Nominations from the department are to be submitted to the faculty board.

A visiting professor who has been assessed by subject specialists within the same subject area as the intended visiting professorship at the faculty, and has been found qualified for an equivalent position at another higher education institution, may be appointed without subject specialist assessment.

Appointment of senior lecturers

To qualify as a senior lecturer within areas other than the arts, a person must have demonstrated educational expertise and completed a doctorate or possess the equivalent research competence or have other professional skills that are relevant to the subject content of the position and the duties included in the appointment. Normally, to be eligible for appointment an applicant must have the equivalent of 15 higher education credits, or at least 10 weeks of full-time study, in teaching and learning in higher education. If this is lacking, a senior lecturer must achieve this within two years of their appointment. Examination of educational aptitude must be given as much attention as assessing other matters that are grounds for qualification (HEO, Chapter 4, Section 4).

Supplementary criteria for the Faculty of Human Sciences

To be eligible for appointment as a senior lecturer, the applicant is required to have the equivalent of 1,300 actual hours of teaching experience. Somewhat less teaching experience may be acceptable if the applicant has other solid educational experience of relevance, such as experience in educational development work, production of study resources, educational administration, different types of teaching assignments, etc. The university's criteria apply regarding training in teaching and learning in higher education, but with the addition of the faculty's supplementary instructions stating that if the applicant does not have such training at the time of application, the training must commence within one year and be completed within two years. This is to be followed up by the head of department.

Promotion to senior lecturer

An instructor who is permanently employed at the university and is qualified to serve as a senior lecturer must be invited to apply and be assessed for promotion to a permanent position as a senior lecturer. The subject area for the position will be the same or closely related to that of the position as an instructor.

No later than six months prior to the end of their period of employment at the university, an associate senior lecturer can apply for promotion to the position

of senior lecturer. The associate senior lecturer must be offered the promotion provided that the applicant is qualified for the appointment as senior lecturer (HEO, Chapter 4, Section 12c). The subject area must be the same or closely related to that of the person's position as associate senior lecturer.

An application for promotion to senior lecturer must be processed by the university according to the same quality criteria as for regular recruitment of senior lecturers.

However, to be promoted from instructor to senior lecturer, or from associate senior lecturer to senior lecturer, the applicant must have completed training in teaching and learning in higher education to the equivalent of 15 higher education credits or at least 10 weeks of full-time studies.

Supplementary criteria for the Faculty of Human Sciences

The above supplementary guidelines from the faculty board regarding the appointment of senior lecturers also apply to promotions to senior lecturer (apart from the requirement for training in teaching and learning in higher education). Additionally, the applicant must have performed their prior duties to a satisfactory level.

Appointment of associate senior lecturers

To qualify as an associate senior lecturer, a person must have completed a doctorate or possess the equivalent research competence. Primary consideration should be given to those who have completed a doctorate or achieved the corresponding competence no more than five years prior to the date on which the application expires (HEO, Chapter 4, Section 4a).

A period of longer than five years can also be considered if there are special grounds for doing so, such as absence due to illness, parental leave, fulfilling positions of trust within an industry organisation or other similar circumstances.

Appointment of guest lecturers

The same eligibility requirements and assessment criteria apply to the appointment of guest lecturers as for other senior lecturers, apart from the requirement for training in teaching and learning in higher education. A guest lecturer who has been assessed by subject specialists within the same subject area as the intended guest lectureship at the faculty and has been found qualified for an equivalent position at another higher education institution may be appointed without subject specialist assessment.

Dual appointments, professors and senior lecturers

The same eligibility requirements and assessment criteria apply for the dual appointment of professors or senior lecturers as for professors or senior lecturers who do not have a dual appointment.

Appointment of adjunct teachers (adjunct lecturers)

The same eligibility requirements and assessment criteria apply to the appointment of adjunct lecturers as for other senior lecturers, apart from the requirement for training in teaching and learning in higher education. An adjunct lecturer is a part-time position for an employee whose main occupation lies outside of the university and higher education sector. The purpose of a position as adjunct instructor is to bring expertise that is not usually available within the university's regular operations but that is necessary in order to run a programme of high quality. The main purpose of employing an adjunct teacher is to improve the university's expertise within a prioritised subject area. An adjunct teacher can also contribute to research aiming to improve the education. A position as adjunct teacher must amount to no more than 50% of full-time employment, for a fixed term of no longer than two years, with the possibility for renewal in accordance with the agreement on fixed-term employment for adjunct teachers.

Admission of associate professors: Faculty of Human Sciences instructions

Unwaged associate professors are admitted to Mid Sweden University to promote research and third-cycle education. An associate professor at the Faculty of Human Sciences must possess a high level of both scholarly and educational expertise.

To be admitted as an associate professor at the Faculty of Human Sciences of Mid Sweden University, the applicant must have a relevant connection to the faculty, either through employment within its area of responsibility, through having defended a doctoral thesis within one of its subject areas, or through otherwise being linked to its operations.

The applicant may already be an associate professor within one subject but is applying to be the same in an additional subject. Such applications are only permitted in exceptional cases.

Requirements for admission of associate professors may vary somewhat from one subject to another. It is the subject specialist's responsibility to base assessments on current requirements for the specific subject, over and above the criteria in existing documents.

Scholarly expertise for the subjects of public health sciences, sport and fitness sciences and health and welfare sciences:

To be considered for admission as an associate professor the applicant must have a documented, high level of scholarly expertise, in part through a successful doctoral thesis or equivalent, and in part through further high-quality research, normally encompassing at least 15 original, peer-reviewed articles (including the doctoral thesis) either published or accepted for publication in international, English-language scientific journals. The quantity may however be adjusted depending on the scope and scholarly quality of the publications, as well as the applicant's input to them. Review articles, journal supplements, conference contributions, popular science publications, reports and chapters in study books do not count within this category of qualifications. A number of the research works cited must have been published without co-authorship with previous supervisors and list the applicant's name as the first

or last author. Co-authored articles are given equal merit rating as individually authored articles.

Scholarly expertise for other subjects at the Faculty of Human Sciences:

To be considered for admission as an associate professor, the applicant must have a documented high level of scholarly expertise, in part through a successful doctoral thesis or equivalent, in part through a major further independent project, or several smaller research projects of a quality and volume corresponding to at least one further doctoral thesis in the subject area. These research works must have been published or unequivocally accepted for publication. The applicant's research production must demonstrate independence and advancement.

The applicant must have contributed to international scientific debates through international publications. Consideration should however be given to the publishing practices of the specific subject.

Educational expertise for all subjects at the Faculty of Human Sciences:

To be considered for admission as an associate professor, the applicant must have a high level of educational expertise, verified with certification and demonstrated through:

- formal training in the supervision of PhD students
- at least 400 actual hours of teaching at university and higher education level
- documented experience of teaching and supervision at university and higher education level, as well as testimonials that verify educational expertise.

INSTRUCTIONS FOR APPLICANTS

This section provides information on instructions for applicants to follow when applying to the Faculty of Human Sciences.

Appointment of professors (including promotion)

The instructions below regarding the composition of applications for appointments or promotion to professor are intended to guide applicants in how to compose their application and the documentation to append. To enable subject specialists and the recruitment group to perform a satisfactory assessment of the applicant's qualifications, the applicant should follow these instructions.

Applications for the positions advertised are to be made via Mid Sweden University's recruitment system, Varbi (see below for procedures for promotions).

Supplementary qualifications are to be sent to the administrative officer at the Faculty of Human Sciences at Mid Sweden University. Two copies of referenced documents must be provided if they are not submitted digitally.

For promotions, two original paper copies or one digital copy of applications and appendices must be sent to the Faculty of Human Sciences at Mid Sweden University, 831 25 Östersund or via registrator@miun.se. A maximum of ten referenced documents must be provided either digitally or as paper copies, in which case two copies are required.

1 Application letter including list of appendices

State the position/promotion applied for and its registration number. The application letter should contain the individual's name, home address, work address, phone number and email address, as well as a list of appendices verifying the qualifications below.

2 Curriculum Vitae

The CV should include the following main points:

- Education (higher education qualification and year)
- Associate professor competence
- Current and previous positions and periods of appointment
- Supervision of PhD students. The description should include: number of PhD students, whether the applicant was the main supervisor or a second supervisor for each student, and whether the supervision is ongoing or completed. Details should also be provided about whether any, and if so how many, PhD students have been supervised from admission to public defence of their thesis (name and year of thesis to be provided), as well as the amount of time spent supervising other PhD students.
- Assignments/memberships (Head of department, Director of studies, etc)
- Awards and prizes
- Personal circumstances that may be important to the assessment of qualifications, for example parental leave, military service or long periods of illness.

Enclose relevant certificates and other documents as evidence of the above.

3 Presentation of scholarly competence

The presentation should include the following main points:

- Description of individual research (approx. 2 pages)

The account should include the applicant's scholarly activities including the focus, objectives, strategies and methods of the research, preferably with an account of the research findings from a national and/or international perspective. A statement of the research programme/research plan should also be provided. The applicant should describe their scholarly profile in relation to the wider research domain, as well as give an account of their view on research and third-cycle education. The description should facilitate an assessment of the applicant's independence and productivity, as well as the quality of their research.

- Major external research grants received
- National and international research collaboration
- Research assignments (opponent, subject specialist, reviewer etc)
- Participation in national and international conferences etc
- Research policy assignments
- Other scholarly competence

Enclose relevant certificates and other documents as evidence of the above.

4 List of publications

The list should cover the applicant's entire research work, presented in the following way. Articles that have been accepted for publication but have not yet been published must be attested by the journal/editor. In cases where articles have been co-authored, the applicant's own contribution must be specified. Articles that form part of the thesis must be indicated. The research works (maximum of ten) that are to be referenced as part of this application must be indicated in this list, or in a separate listing. Educational work can be referenced over and above these ten examples.

- Research articles, monographs and other publications that have been peer reviewed.
- Other research work
- Contributions to conferences
- Popular science journals
- Study resources

5 Presentation of educational competence

The presentation of educational competence should follow the chapter "Template for portfolio of educational competence" included in this document.

Enclose relevant certificates and other documents as evidence of the above.

Certifications attesting teaching experience should be issued by a director of studies (or equivalent) and contain both quantitative and qualitative assessments.

6 Presentation of other qualifications

Other qualifications can be described in addition to the above. For instance, the following can be included: administrative qualifications, leadership proficiency, experience from work outside higher education institutions, collaboration with the external community, involvement in third-stream activities, and experience of popular science activities and research information.

Enclose relevant certificates and other documents as evidence of the above.

Appointment of senior lecturers (including promotion)

The instructions below regarding the composition of applications for appointments or promotion to senior lecturer are intended to guide applicants in how to compose their application and the documentation to append. To enable subject specialists and the recruitment group to perform a satisfactory assessment of the applicant's qualifications, the applicant should follow these instructions.

Applications for the position advertised are to be made via Mid Sweden University's recruitment system, Varbi (see below for procedures for promotions).

Supplementary qualifications are to be sent to the administrative officer at the Faculty of Human Sciences at Mid Sweden University. Two copies of referenced documents must be provided if they are not submitted digitally.

Application for promotion: Two original paper copies or one digital copy of applications and appendices are to be sent to the Faculty of Human Sciences at Mid Sweden University, 831 25 Östersund or via registrator@miun.se. A maximum of ten referenced documents must be provided either digitally or as paper copies, in which case two copies are required.

1 Application letter including list of appendices

State the position applied for and its registration number. The application letter should contain the individual's name, home address, work address, phone number and email address, as well as a list of appendices verifying the qualifications below.

2 Curriculum Vitae

The CV should include the following main points:

- Education (higher education qualification and year) Any associate professor competence.
- Current and previous positions and periods of appointment
- Supervision of PhD students
- Assignments/memberships (administrative roles, such as Head of department, Director of studies, etc)
- Awards and prizes
- Personal circumstances that may be important to the assessment of qualifications, for example parental leave, military service or long periods of illness.

Enclose relevant certificates and other documents as evidence of the above.

3 Presentation of scholarly qualifications

The presentation should include the following main points:

- Description of individual research (approx. 2 pages)

The account should include the applicant's scholarly activities including the focus, objectives, strategies and methods of the research. The description should facilitate an assessment of the applicant's independence and productivity, as well as the quality of their research.

- Research grants received
- National and international research collaboration
- Participation in national and international conferences etc
- Other scholarly competence

Enclose relevant certificates and other documents as evidence of the above.

4 List of publications

The list should cover the applicant's entire research work, presented in the following way. Articles that have been accepted for publication but have not yet been published must be attested by the journal/editor. In cases where articles have been co-authored, the applicant's own contribution must be specified. Articles that form part of the thesis must be indicated. The research works (maximum of ten) that are to be referenced as part of this application must be indicated in this list, or in a separate listing. Educational work can be referenced over and above these ten examples.

- Research articles, monographs and other publications that have been peer reviewed.
- Other research work
- Contributions to conferences
- Popular science journals
- Study resources

5 Presentation of educational competence

The presentation of educational competence should follow the chapter "Template for portfolio of educational competence" included in this document. Enclose relevant certificates and other documents as evidence of the above. Certifications attesting teaching experience should be issued by a director of studies (or equivalent) and contain both quantitative and qualitative assessments.

6 Presentation of other qualifications

Other qualifications can be described in addition to the above. For instance, the following can be included: experience of university or higher education teaching, administrative qualifications, leadership proficiency, experience from work outside higher education institutions, collaboration with the external

community, involvement in third-stream activities, and experience of popular science activities and research information.

Enclose relevant certificates and other documents as evidence of the above.

Appointment of associate senior lecturers

The instructions below regarding the composition of applications for appointments to associate senior lecturer are intended to guide applicants in how to compose their application and the documentation to append. To enable subject specialists and the recruitment group to perform a satisfactory assessment of the applicant's qualifications, the applicant should follow these instructions.

The application is to be submitted via Mid Sweden University's recruitment system, Varbi.

Supplementary qualifications are to be sent to the administrative officer at the Faculty of Human Sciences at Mid Sweden University. Two copies of referenced documents must be provided if they are not submitted digitally.

1 Application letter including list of appendices

State the position applied for and its registration number. The application letter should contain the individual's name, home address, work address, phone number and email address, as well as a list of appendices verifying the qualifications below.

2 Curriculum Vitae

The CV should include the following main points:

- Education (higher education qualification and year). Any associate professor competence.
- Current and previous positions and periods of appointment
- Supervision of PhD students
- Assignments/memberships (administrative roles, such as Head of department, Director of studies, etc)

- Awards and prizes
- Personal circumstances that may be important to the assessment of qualifications, for example parental leave, military service or long period of illness.

Enclose relevant certificates and other documents as evidence of the above.

3 Presentation of scholarly qualifications

The presentation should include the following main points.

- Description of individual research (approx. 2 pages)

The account should include the applicant's scholarly activities including the focus, objectives, strategies and methods of the research. The description should facilitate an assessment of the applicant's independence and productivity, as well as the quality of their research.

- Research grants received
- National and international research collaboration
- Participation in national and international conferences etc
- Other scholarly qualifications

Enclose relevant certificates and other documents as evidence of the above.

4 List of publications

The list should cover the applicant's entire research work, presented in the following way: Articles that have been accepted for publication but have not yet been published must be attested by the journal/editor. In cases where articles have been co-authored, the applicant's own contribution must be specified. Articles that form part of the thesis must be indicated. The research works (maximum of ten) that are to be referenced as part of this application must be indicated in this list, or in a separate listing. Educational work can be referenced over and above these ten examples.

- Research articles, monographs and other publications that have been peer reviewed.
- Other research work

- Contributions to conferences
- Popular science journals
- Study resources

5 Presentation of other qualifications

Other qualifications can be described in addition to the above. For instance, the following can be included: experience of university or higher education teaching, administrative qualifications, leadership proficiency, experience from work outside higher education institutions, collaboration with the external community, involvement in third-stream activities, and experience of popular science activities and dissemination of research results.

Enclose relevant certificates and other documents as evidence of the above.

Admission of associate professors

Any applicant wishing to be admitted as an associate professor must first consult with the head of subject or equivalent at Mid Sweden University. Should the head of subject or equivalent support the application, they should justify it in writing. The justification should be relatively detailed and comprise at least half an A4 page in writing. The head of subject or equivalent should state the grounds on which the applicant is deemed to have adequate scholarly and educational competence for them to reasonably be admitted as an associate professor, and the head of subject should also provide their opinion on the benefit that the associate professor can bring to the subject. Should the head of subject advise against application this should not constitute any barrier to the application. If a letter of recommendation is written by a person other than the head of subject, the head of department should provide the justification.

If the applicant is already an associate professor in one subject and is applying to hold the position in a further subject, the head of subject must explicitly justify the benefit of admitting the applicant as an associate professor in the additional subject.

The instructions below regarding the composition of applications for admission as associate professor are intended to guide applicants in how to compose their

application and the documentation to append. To enable subject specialists to perform a satisfactory assessment of the applicant's qualifications, the applicant should follow these instructions.

Two original paper copies or one digital copy of applications and appendices regarding the admission as an associate professor are to be sent to the Faculty of Human Sciences at Mid Sweden University, 831 25 Östersund or via registrator@miun.se. A maximum of ten referenced documents must be provided either digitally or as paper copies/books, in which case two copies are required.

The thesis is also to be appended in addition to the referenced publications.

1 Application letter including list of appendices

Provide the subject to which the application for admission as associate professor refers, as well as the registration number. The application letter should contain the individual's name, home address, work address, phone number and email address, as well as a list of appendices verifying the qualifications below.

2 Curriculum Vitae

The CV should include the following main points:

- Education (higher education qualification and year)
- Name of all supervisors during the thesis work
- Current and previous positions and periods of appointment
- Supervision of PhD students
- Assignments/memberships (Head of department, Director of studies, etc)
- Awards and prizes
- Personal circumstances that may be important to the assessment of qualifications, for example parental leave, military service or long periods of illness.

Enclose relevant certificates and other documents as evidence of the above.

3 Presentation of scholarly qualifications

The presentation should include the following main points:

- Description of individual research (approx. 2 pages)

The account should include the applicant's scholarly activities including the focus, objectives, strategies and methods of the research. The description should facilitate an assessment of the applicant's independence and productivity, as well as the quality of their research.

- Research grants received
- National and international research collaboration
- Participation in national and international conferences etc
- Other scholarly qualifications

Enclose relevant certificates and other documents as evidence of the above.

4 List of publications

The list should cover the applicant's entire research work, presented in the following way. Articles that have been accepted for publication but have not yet been published must be attested by the journal/editor. In cases where articles have been co-authored, the applicant's own contribution must be specified. Articles that form part of the thesis must be indicated. The research works (maximum of ten) that are to be referenced as part of this application must be indicated in this list, or in a separate listing. Educational work can be referenced over and above these ten examples.

- Research articles, monographs and other publications that have been peer reviewed.
- Other research work
- Contributions to conferences
- Popular science journals
- Study resources

5 Presentation of educational competence

The presentation of educational competence should follow the chapter “Template for portfolio of educational competence” included in this document.

Enclose relevant certificates and other documents as evidence of the above.

Certifications attesting teaching experience should be issued by a director of studies (or equivalent) and contain both quantitative and qualitative assessments.

6 Presentation of other qualifications

Other qualifications can be described in addition to the above. For instance, the following can be included: administrative qualifications, leadership proficiency, experience from work outside higher education institutions, collaboration with the external community, involvement in third-stream activities, and experience of popular science activities and research information.

Enclose relevant certificates and other documents as evidence of the above.

TEMPLATE FOR PORTFOLIO OF EDUCATIONAL COMPETENCE AT HUV

This section provides a template that applicants for positions with educational duties should use for the portfolio of educational competence. The template must be supplemented with the names of two people (plus telephone numbers) that are very familiar with the applicant's teaching experience, and who can provide references if requested.

The portfolio of educational competence should not exceed more than six pages, excluding appendices. Information should be attested as far possible.

The portfolio of educational competence should be organised under the following headings:

1. Educational approach

The applicant should describe their educational approach. This may include their perception of learning, teaching, the teacher role, examination, course evaluation and more.

2. Application and results of educational approach

The applicant should describe how they apply their educational approach in practical educational activities. A description of the circumstances and terms under which the applicant has worked as a teacher can be provided. "Work samples" (for instance tutorials, organisation of teaching activities, sample exams) can be added to the appendices. Furthermore, the applicant can describe the results of the application of their educational approach in practical educational activities (course evaluations can be appended).

3. Teaching experience

A description of the extent of teaching experience is to be provided here, including type of courses, supervision of first-cycle courses and study programmes, course development, collaboration etc. Use the headings provided below. Information about teaching experience should be attested.

3.1 First-cycle courses and study programmes

a/ Extent of teaching experience

Stated in number of years and percent of a full-time position. Applicants who have taught for less than the equivalent of two years in full-time employment as a lecturer should state the number of hours.

b/ level of teaching and content

A, B, C and advanced levels or equivalent

c/ Forms of teaching on campus and online

Lectures, seminars, laboratory sessions, PBL, case studies, etc

d/ Supervision within first-cycle courses and study programmes

e/ Forms of examination

f/ Examiner

g/ Course responsibility/course coordination

h/ Teaching collaboration

i/ Course development

j/ Linkage to research in first-cycle courses and study programmes

3.2 Third-cycle education

a/ Scope and content of the teaching

b/ Supervision

c/ Course responsibility

d/ Teaching collaboration

e/ Course development

3.3 Teaching experience outside of universities and higher education institutions

This may, for instance, include teaching experience from upper-secondary school or other forms of schooling, as well as information about collaboration with external communities.

3.4 Internationalisation

This may, for instance, include development and teaching of international courses or foreign teaching experience.

4. Administrative educational experience

Director of studies, Programme supervisor etc.

5. Educational studies

For instance, teaching and learning in higher education, teacher training.

6. Publications and/or conference participation related to teaching and learning in higher education/subject didactics development work

7. Authorship of study resources

8. Educational awards

9. Other

Other assignments that are significant to the educational qualifications and competence, such as research information, educational mentorships, educational expertise projects, participation in investigations, international contacts in the field of education, etc.

INSTRUCTIONS FOR SUBJECT SPECIALISTS

This section presents instructions for subject specialists. It consists of assessment criteria that form the basis for assessments, as well as information regarding the wording of the subject specialists' verdict.

Appointment of professors (including promotion)

For the appointment of and promotion to professors, assessments must be based on the text of the position advertisement, as well as the following assessment criteria.

Research expertise

- research quality
- originality, breadth and depth in theory and methods
- independence as a researcher
- the ability to receive grants against national and/or international competition
- the ability to plan, initiate, lead and develop research
- intradisciplinary collaboration
- proficiency in third-cycle supervision
- quality and extent of scholarly publications within the most relevant publication channels in the subject area. In assessing the requirement for international qualifications, consideration should be given to the nature and specific conditions of the subject area.

It is a requirement of the Faculty of Human Sciences that when assessing the research expertise of an applicant, the subject specialists perform a quality assessment of the content of the publications referenced and not simply limit their examination to a quantitative evaluation such as the number of international publications, citations index, etc.

Educational expertise

- educational expertise within first, second and third-cycle education
- extent and breadth of teaching
- skills in supervision at first and second-cycle levels
- the ability to plan, initiate, lead and develop education and teaching
- teaching and evaluation of own courses as well as examination of course participants
- ability to link teaching to research
- authorship of study resources

When assessing the educational competence, the subject specialist should consider the teaching experience of the applicant (including supervision and examination) in terms of different levels, forms of education, course responsibility, educational management, etc. Furthermore, consideration should be given to the applicant's educational training, educational development work and education research, creation of study resources, education planning, administration of education and any educational awards. An opinion of the applicant's educational approach should also be provided.

Other expertise

- skills in developing and leading administrative activities and staff
- collaborating in third stream activities
- other skills of relevance for the position

Appointment of senior lecturers (including promotion)

For the appointment of and promotion to senior lecturer, assessments must be based on the text of the position advertisement, as well as the following assessment criteria.

Research expertise

- research quality

- originality, breadth and depth in theory and methods
- ability to win competitive research grants
- intradisciplinary collaboration
- quality and extent of scholarly publications within the most relevant publication channels in the subject area. In assessing the requirement for international qualifications, consideration should be given to the nature and specific conditions of the subject area.

It is a requirement of the Faculty of Human Sciences that when assessing the research expertise of an applicant, the subject specialists perform a quality assessment of the content of the publications referenced and not simply limit their examination to a quantitative evaluation such as the number of international publications, citations index, etc.

Educational expertise

- educational expertise in first and second-cycle courses and study programmes
- extent and breadth of teaching
- the ability to plan, initiate, lead and develop education and teaching
- teaching and evaluation of own courses as well as examination of course participants
- ability to link teaching to research
- authorship of study resources

When assessing the educational competence, the subject specialist should consider the teaching experience of the applicant (including supervision and examination) in terms of e.g. different levels, forms of education, course responsibility, educational management, etc. Furthermore, consideration should be given to the applicant's educational training, educational development work and education research, creation of study resources, education planning, administration of education and any educational awards. An opinion of the applicant's educational approach should also be provided.

Other expertise

- collaborating in third stream activities
- other skills of relevance for the position

Appointment of associate senior lecturers

For the appointment of associate senior lecturer, assessments must be based on the text of the position advertisement as well as the following assessment criteria.

Research expertise

- research quality
- originality, breadth and depth in theory and methods
- ability to win competitive research grants
- intradisciplinary collaboration
- quality and extent of scholarly publications within the most relevant publication channels in the subject area. In assessing the requirement for international qualifications, consideration should be given to the nature and specific conditions of the subject area.

It is a requirement of the Faculty of Human Sciences that when assessing the research expertise of an applicant, the subject specialists perform a quality assessment of the content of the publications referenced and not simply limit their examination to a quantitative evaluation such as the number of international publications, citations index, etc.

Other expertise

- experience of teaching in universities or other higher education institutions
- collaborating with external communities
- other skills of relevance for the position

Admission of associate professors

See the assessment criteria presented earlier in this document for the assessment criteria applicable to the admission of associate professors. Note that a distinction is made in terms of research expertise between the subjects of public health sciences, sport and fitness sciences and healthcare sciences on the one hand, and all other subjects on the other. In terms of educational expertise, the same assessment criteria apply for all subjects.

Wording of the subject specialists' verdict

Before the assignment is accepted, the subject specialists are urged to carefully consider any relationship with the applicant that could constitute a conflict of interests.

The subject specialists are recommended to consider the current quality criteria and to follow the instructions below in their statement.

A relatively brief description of the competence of the applicant/s should be written (2-5 pages per applicant). Both the scholarly and educational competence should be described, as well as administrative qualifications, experience of collaborating with the external communities and any other qualifications of relevance to the position. The subject specialists' verdict on applications for admission of associate professors must be at least three pages in length.

The subject specialists should, based on the applicant's combined qualifications, assess whether or not the applicant is able to carry out the tasks that are normally required of the position. Insufficient scholarly or educational competence cannot be balanced by excellent competence in the other area. A lack of research expertise can thus not be compensated for by greater educational skills, and vice versa.

The subject specialists' verdict should be sufficiently detailed to allow the employment board and faculty board to follow the reasoning leading to the final assessment.-The evaluation should result in an assessment of competence. For associate professors, the subject specialist should clearly recommend either 'admission for associate professor' or 'rejection of application' with reasons. A recommendation must be unequivocal and without reservation. In assessing

promotions, the subject specialist must motivate and clearly state whether they believe the applicant fulfils the requirements for promotion. If there is only one applicant for a position, the subject specialist must motivate and clearly state whether or not they believe the applicant fulfils the requirements for employment.

If there are several qualified applicants for a position, the subject specialists are to rank the most competent applicants. Ranking of applicants for advertised positions is performed at a group level. The grouping must be based on the *assessed qualification gaps* between the applicants, as assessed by the subject specialists. If several of the most qualified applicants for a position are judged to be relatively equal, the leader group may be quite large. If, on the other hand, significant differences in qualifications are assessed to exist between the applicants, there may be many small groups. Groups may consist of only one applicant. For example, if there are six applicants the ranking may result in a leader group of four applicants and one second group of two applicants. An extreme case at the other end of the spectrum may result in a ranking consisting of six groups with only one applicant per group.

The ranking of the groups must be clearly motivated and, if applicable, be based on the grounds for assessment in the advertisement, as well as the assessment criteria.

Subject specialists may co-write descriptions of the applicant/s. However, the final evaluation and any ranking must be made individually by each subject specialist. The subject specialist's statement must result in an unambiguous standpoint without any reservation.

If documentation is missing from the application documents such that a final assessment is not possible, this should be clearly indicated in the statement. The missing documentation must also be specified.

The subject specialists' verdict must be signed and sent to the administrative officer at the faculty office of the Faculty for Human Sciences of Mid Sweden University, or alternatively be uploaded to Varbi.

THE EMPLOYMENT PROCESS

This section presents how employment matters are processed within the area of responsibility of the employment board. Text in the boxes below comprises the Supplementary criteria for the Faculty of Human Sciences. All other text has been taken from Mid Sweden University's employment procedures (Reg. no.: MIUN 2020/2642).

Processing of matters regarding the recruitment of professors, senior lecturers and associate senior lecturers, promotion to professor and senior lecturer, and admission of associate professor fall into the area of responsibility of the faculty board.

The faculty board appoints an employment board or process groups to manage this work.

A recruitment group is to be appointed by the faculty board for the recruitment of professors.

Subject specialists

For the appointment of professors (including adjunct professors and visiting professors in cases where examinations have not previously been conducted) the faculty board will obtain verdicts from two or more people that are particularly knowledgeable about the subject area of the position. Verdicts from two people will be collected for the appointment of senior lecturers and associate senior lecturers, promotion to senior lecturer and admission of associate professor. In selecting subject specialists, the right competence to assess the educational expertise of the applicants must exist within the subject specialist group. Subject specialists that are external to the university may be selected.

Both men and women must be included amongst the subject specialists, unless there are any overriding reasons against this.

If it is obviously not necessary, examination by subject specialists should not be carried out.

For further information about the processing of employment matters, see the separate processing regulations.

Employment decisions

The vice-chancellor decides upon the appointment of teachers. Employment decisions regarding senior lecturers, associate senior lecturers, visiting senior lecturers and instructors is delegated to the dean.

Appeals

When employment decisions are communicated to applicants, information about how to appeal a decision must also be provided.

Additional information

For further information about employment matters, contact the HR department or the relevant administrative officer at the faculty office.

Supplementary criteria for the Faculty of Human Sciences Professors (appointment and promotion)

Once an application has been received by the faculty board, the matter is sent to the employment board. Submitted applications may not be supplemented during the course of processing. Supplements are only to be provided upon direct request from the employment board or subject specialists. The employment board decides whether or not promotions to professor are to be examined. If there is any doubt about whether an application is to be examined, the committee is to decide that the application will not be submitted for examination. If the employment board deems that the matter is to be examined, the head of subject, or equivalent in the subject area, is requested to suggest subject specialists. For matters related to the appointment of professors, there is normally no assessment of whether the application is to be further examined before the head of subject or equivalent in the subject area requested to propose

subject specialists. Proposed subject specialists must be professors at other higher education institutions, in Sweden or abroad, and be very knowledgeable in the current required competence for professorship. Subject specialists (two or more) are appointed by the employment board.

The employment board makes its assessment of the case once the verdicts have been received from the subject specialists. After interviews and trial lectures have been carried out, the committee gives its proposed decision regarding the appointment of, or promotion to, professor along with a brief reasoning. In order to propose that that an applicant be employed as or promoted to professor, the employment board requires the standpoint of the subject specialists to be positive and unambiguous. The matter is then submitted to the vice-chancellor for a final decision.

Senior lecturers and associate senior lecturers (appointment and promotion)

Once an application has been received by the faculty board, the matter is sent to the employment board. Submitted applications may not be supplemented during the course of processing. Supplements are only to be provided upon direct request from the employment board. For matters related to the appointment of senior lecturers and associate senior lecturers, there is normally no assessment of whether the application is to be further examined, and instead the head of subject or equivalent in the subject are requested to propose subject specialists. Proposed subject specialists must be associate professors or professors at other higher education institutions, in Sweden or abroad, and be very knowledgeable about the current competence required for an appointment as senior lecturer.

Two subject specialists are appointed by the employment board. Normally, applications for promotion to senior lecturer are not assessed by subject specialists.

The employment committee makes its assessment of the case once the verdicts have been received from the subject specialists. After interviews and trial lectures have been carried out, the committee gives its proposed decision regarding the appointment of, or promotion to senior lecturer along with a brief

reasoning. In order to propose that that an applicant be employed as or promoted to senior lecturer, the employment board requires the standpoint of the subject specialists to be positive and unambiguous. The matter is then submitted to the dean for a final decision.

Admission of associate professors

Once an application has been received by the faculty board, the matter is sent to the employment committee. Submitted applications may not be supplemented during the course of processing. Supplements are only to be provided upon direct request from the employment board. The employment board decides whether or not an application for admission as associate professor is to be examined. If there is any doubt about whether an application is to be examined, the committee is to decide that the application will not be submitted for examination. If the employment board deems that the matter is to be examined, the head of subject, or equivalent in the subject area, is requested to suggest subject specialists. Proposed subject specialists must be professors at other higher education institutions, in Sweden or abroad, and be very knowledgeable about the current required competence for associate professorship. Two subject specialists are appointed by the employment board. The employment board makes its assessment of the case once the verdicts have been received from the subject specialists. The committee gives its proposed decision regarding the application for admission of associate professor, along with a brief reasoning. If there is any doubt about the applicant's competence, the committee is to propose that the application be rejected. This means that to propose that that an applicant be admitted as an associate professor, the employment board requires the standpoint of the subject specialists to be unanimous and unambiguous. The matter is then submitted to the faculty board for a decision. The decision is made public once the adjusted minutes of the meeting are available.

The admitted associate professor is given the opportunity to hold a trial lecture at the annual associate professor event arranged by the employment board.

Regulations

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